

DD/P-ADMIN

RESPONSIBILITIES AND FUNCTIONS
(Logistics, Administrative Services, and Security)

LOGISTICS

1. Monitors on a continuous basis the logistical activities within the Clandestine Services on a world-wide basis to ensure adequate and timely logistical support.
2. Ensures that proper technical supervision and guidance is provided the logistics officers within the Clandestine Services.
3. Maintains continuous liaison with the Logistics Office as well as other central administrative offices concerning Clandestine Services logistical support matters.
4. Coordinates, reviews, and/or develops policy directives, regulations, and procedures pertaining to logistical matters affecting Clandestine Services components.
5. Examines Clandestine Services operational plans, programs, and projects to ensure adequacy of such instruments from a logistical support standpoint.
6. Monitors and coordinates the development of forecasts of materiel requirements for the Clandestine Services components.
7. Coordinates the development of Tables of Equipment and Allowances for Clandestine Services components and approves same.
8. Reviews and approves requests for major items of Clandestine Services equipment and supplies not covered in Tables of Equipment and Allowances.

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9. Participates in [REDACTED] as it pertains to the logistical requirements of the Clandestine Services.

- 25X1X4
- [REDACTED]
12. Conducts necessary surveys, studies, and conferences, relative to specific Clandestine Services logistical problems.

13. Provides a member of the Logistics Career Service Board and actively participates in activities of same.

14. Monitors the communications support provided the Clandestine Services by the Office of Communications.

ADMINISTRATIVE SERVICES

1. Establishes, maintains, and tests, in conjunction with the CIA Safety Officer, fire and evacuation plans for all Headquarters areas occupied by Clandestine Services components.
2. Ensures adequate control of the issuance of building property passes for the Clandestine Services components.
3. Conducts civic, non-profit, and charitable solicitations within the Clandestine Services.
4. Allocates parking spaces made available by the central administrative offices for personnel assigned to Clandestine Services Headquarters components, and monitors the use of these spaces.
5. Provides for the installation and maintenance of intercommunication systems for Clandestine Services Headquarters components.
6. Provides advice and assistance to the administrative offices within the Clandestine Services pertaining to matters of an administrative "housekeeping" nature.
7. Determines space requirements for Clandestine Services Headquarters components and effects allocation of space within the Clandestine Services made available by the central administrative offices.
8. Monitors and/or expedites the accomplishment of the renovation, furnishing, and maintenance of the space assigned to the Clandestine Services Headquarters components.

SECURITY

1. Monitors and coordinates the physical security program within the Clandestine Services.
 2. Maintains liaison with the Security Office regarding physical security matters affecting Clandestine Services components.
 3. Ensures that proper technical guidance from a physical security standpoint is provided the security officers within the Clandestine Services components.
 4. Reviews and coordinates on all proposed Agency and Clandestine Services regulations and issuances concerning security matters.
 5. Administers the Clandestine Services participation in the CIA Emergency Plan.
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